



CHARTERED MANAGEMENT DEGREE APPRENTICESHIP STANDARD



Standard Overview

A Chartered Manager is someone who can take responsibility for people, projects, operations and/or services to deliver long term organisational success, with the professional recognition of their ability to deliver impact, behave ethically and demonstrate their commitment to continual learning and development.

Occupation/Profile: Professional managers in the private, public or third sector and all sizes of organisation.

Specific job roles may include: Manager; Senior Manager; Head of Department;

Operations Manager; or anyone with significant management responsibilities.

- Professional managers capable of managing complexity and delivering impact at a strategic and/or operational level with management and leadership responsibility for setting and delivering organisational objectives through a wide range of functions.

- Professional managers who want to develop fully all aspects of their management and leadership skills, knowledge, self-awareness and behaviours. These include strategic decision making, setting direction and achieving results, building and leading teams, clear communication, developing skills and motivating others, fostering inclusive and ethical cultures, leading change, project management, financial management, innovation, risk management and developing stakeholder relationships.

How we deliver

Whilst the programme overview identifies the plan for the delivery of the course, we appreciate that individual learners and their employers have individual needs, learning requirements and business objectives. To ensure that we can support you to meet these, we will complete an in-depth initial skills analysis to ensure that we can tailor our delivery to meet these unique requirements. We will then use the most relevant delivery methods to support your learners which include;

- Attending College based workshops plus one to one coaching from a dedicated, professional tutor allocated to the learner for the duration of the programme
- Work based assignments and projects
- E-Learning via webinar delivery
- Case studies and desk top simulations
- Job shadowing and mentoring
- Employer led technical training
- Independent learning and research



PROGRAMME OVERVIEW



Please see below a typical overview of this programme (subject to change).

Chartered Manager Degree Apprenticeship – Delivery Programme		
Year	Module	Assessment methods
Year 1	Communications in the Business Environment	Assignment Work products and reflective account
Year 1	Strategic Planning and Development	Assignment Work products and reflective account
Year 1	Managing People	Assignment Work products and reflective account
Year 1	Business Finance	Case Study Work products and reflective account
Year 2	Developing Professional Practice	Assignment Work products and reflective account
Year 2	Marketing Principles	Presentation Work products and reflective account
Year 2	Leading People	Assignment Work products and reflective account
Year 2	Market Research	Assignment Work products and reflective account
Year 3	Developing Business Relationships	Presentation Work products and reflective account
Year 3	Digital Technology	Presentation Work products and reflective account
Year 3	Extended Work Based Project	Portfolio
End point assessment		Portfolio Professional discussion/competency interview Presentation of work place project

Please note course schedules are subject to change, above is a guideline.



KEY FACTS



Duration: *Standard guideline: 48 months*

Entry requirements: *Level 2 Maths and English*

Apprentices must have Level 2 English and Maths and have a Level 3 qualification such as an extended Diploma, BTEC or A Levels that is equivalent to 64 UCAS tariff points.

Students who are non-native English speakers or who have not studied the final two years of school in English must demonstrate capability in English at a standard commensurate with IELTS 6.0 with a minimum of 5.5 being awarded on individual sections for a level 4 or 5 qualification

Applicants will be required to complete an additional entry assessment to demonstrate their competency levels in written English.

Each application is assessed on an individual case-by-case basis. In some instances vocational experience may be taken in lieu of academic qualifications at level 3. Where necessary, applicants may be required to complete additional diagnostic assessment tasks in order for their knowledge and skills to be established.

SKILLS, KNOWLEDGE AND BEHAVIOURS

Organisational Performance – delivering a long-term purpose

Operational Strategy
Project Management
Business Finance
Sales and Marketing
Digital Business and New Technologies

Interpersonal Excellence – leading people and developing collaborative relationships

Communication
Leading People
Managing People
Developing Collaborative Relationships

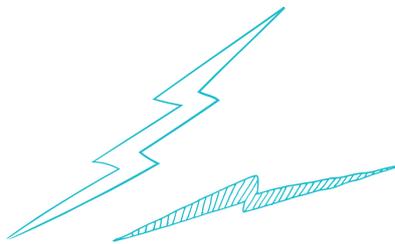
Personal effectiveness – managing self

Awareness of Self and Others
Management of Self
Decision Making

BEHAVIOURS

Behaviours - to be developed and exhibited in the workplace
Takes responsibility
Inclusive
Agile
Professional

COURSE DETAILS



BA (Hons) Leadership and Management (subject to validation by the University of Hull)

This qualification has been developed in line with the latest management standards to support candidates undertaking this Apprenticeship. The embedded degree covers:

Benefits for individuals

Develop a range of essential Leadership and Management skills and an awareness of key principles including; organisational performance, leading people and developing collaborative relationships and personal effectiveness.

The Apprentice will be supported to embed and practice all new learning of management knowledge in workplace situations. This allows individuals who wants to develop their career by combining academic study within their existing role.

Benefits foremployers

Staff/Learners/Apprentices develop the skills, knowledge and behaviours appropriate for their roles, enabling them to contribute and develop the business.

Provides the opportunity to develop individuals in alignment with current employer initiatives.

Projects and assignments agreed and completed with relevance to individual departments or organisation objectives.

END POINT ASSESSMENT



Review of Work Based Project

The Work Based Project is one that represents the skills, knowledge and behaviours in the standard. It provides a substantive evidence base from a business related project to demonstrate the application of skills and knowledge. The project will take place towards the end of the Apprenticeship – likely to be during the final year – and will also be part of the Management Degree activity. The End Point Assessment integrates the project outcomes and presentation into the overall synoptic assessment.

Presentation and Interview

The Interview

The purpose of the interview is to:

- Clarify any questions the independent assessor has from their assessment of the work based project and full portfolio;
- Confirm and validate judgements about the quality of work;
- Explore aspects of the work, including how it was carried out, in more detail;
- Provide a basis for the independent assessor to make a holistic decision about the grade to be awarded.

As part of the panel interview the Apprentice will be required to take part in two end point assessment processes – a presentation on the work based project and a Question and Answer session. This will be conducted face-to-face or in exceptional circumstances via video or teleconference.

The Presentation

The presentation focuses on the outcomes of the Work Based Project. The Apprentice will deliver a 15 minute presentation which describes the objectives and outputs of their work based project, and will demonstrate:

- What the Apprentice set out to achieve
- What they have produced in the project
- How they approached the work and dealt with any issues
- Confirmation of appropriate interpersonal and behavioural skills

Review Portfolio of Evidence

The evidence contained in the portfolio will comprise of complete and/or discrete pieces of work that cover the totality of the Chartered Manager Degree Apprenticeship Standard. This will be a range of materials and documents generated over the period of the Apprenticeship and which provide evidence of the Apprentices' ability to apply and demonstrate management concepts.

The portfolio will be produced by the Apprentice having first learned and applied as they develop the relevant skills/competencies and behaviours. It will demonstrate their very best work, enabling them to demonstrate how they have applied their knowledge and understanding in a real work environment to achieve real work objectives. Evidence may be in the form of reports, minutes, reflection, demonstrations, presentations, and feedback from managers and peers.

The portfolio will also show how the Apprentice has demonstrated the behaviours, especially around contact with others, team work and areas where they have exceeded the requirements of the role. This can be in the form of Manager's reports, emails, customer comments, peer review etc.

Progression

On completion, successful Apprentices will be able to progress towards a Masters or Level 7 qualification.